

## SAMPLE LETTER TO THE BOARD

Try to limit your letter to documents you know are missing or that you want to bring to the board's attention. Copies of travel claims with receipts attached to them or power point presentations, for example, do not necessarily improve your promotion potential. **You MUST use your FULL social security number on your cover letter and any document that does not already contain it.** This is because all correspondence has to be scanned into the EMPRS system and it can only be done by SSN. Please ensure that your social security number is on **every page** of your correspondence. Also, if you desire information from another individual (such as letters of recommendation) to be available to the board, YOU MUST include such information in YOUR letter to the board. NO individual can submit information directly to a board except for an eligible officer. It does not matter how positive it may be. This is referred to as Third Party Correspondence and is prohibited by law. They must give to you and you may then include it as an enclosure in your letter.

1 JAN 18

From: "Rank" John P. Jones, USN, Social Sec.# (Full SSN)/ Designator  
To: PRESIDENT, FY-19 ACTIVE-DUTY [GRADE] [COMPETITIVE CATEGORY]  
PROMOTION SELECTION BOARD (BOARD # xxx)

Subj: INFORMATION FOR CONSIDERATION BY THE SELECTION BOARD

Ref: (a) SECNAVINST 1420.1B

Encl: (1) Fitness Report for the period 06NOV01-07OCT31  
(2) Navy Commendation Medal Award Citation  
(3) Letter of Recommendation from RADM I. M. Sailor

1. Per reference (a), please include enclosures (1) through (3) in my official record for consideration by the FY18 Active-Duty (Grade) (Competitive Category) Selection Board.

(Sign here with ink signature  
OR CAC Digital Signature)  
J. P. JONES

**SUBMIT YOUR PACKAGE EARLY!!!** Correspondence for a statutory promotion selection board MUST arrive in the board spaces (NOT the base mail facility) **not later than ten calendar days prior to the board convene date.**

Encrypted email is the preferred method of submission. Please email packages to [CSCSELBOARD@navy.mil](mailto:CSCSELBOARD@navy.mil). To ensure more efficient processing and for internal tracking purposes please type "FOUO-Privacy Sensitive- Board Package: Board No. XXXX" (XXXX represents the actual board number) in the subject line of your email. The email must include a letter to the board president signed by the eligible officer as an electronic attachment (see example above).

**IF YOU CHOOSE TO MAIL YOUR PACKAGE VIA USPS OR COMMERCIAL CARRIER:**

Since your letter is digitized when reviewed by the board, it is unnecessary (and a waste of your time and money) to place your letter in special covers, folders, or notebooks. Also, please use either a binder clip or paper clip **(no staples)** to fasten your documents together. This makes it much easier to take apart for the scanning process. Any folders, covers, etc. must be removed in order to scan the pages into EMPRS and are just discarded.

Next Day or Express Mail does NOT guarantee that your package will make it to the board if you wait until the last minute to send it. We HIGHLY recommend that you ensure that your package arrives at least two weeks prior to the board's convening date. Due to increased security, ALL routine correspondence sent to NPC is routed through the base's central mail facility. Just because the base mail facility signs for a package does not mean it has made it to the board. It will take approximately two additional days for correspondence to be checked, sorted, forwarded to the Customer Service Center, and THEN to the appropriate board. Certified and registered mail are also NOT recommended as they add several days to a letter's processing time by the US Postal Service.

**Correspondence to ALL Statutory Promotion Selection Boards is to be mailed to one the following addresses:**

**USPS MAIL:**

**NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER (BUPERS-074)  
PRESIDENT FYXX ACTIVE-DUTY (GRADE) (LINE or STAFF)  
PROMOTION SELECTION BOARD ### (Board # may be found on that board's respective page or the board schedule)  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-6300**

**COMMERCIAL (FEDEX, UPS, DHL, etc.) EXPRESS OR OVERNIGHT:**

**NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER (BUPERS-074)  
PRESIDENT FYXX ACTIVE -DUTY (GRADE) (LINE or STAFF)  
PROMOTION SELECTION BOARD ### (Board # may be found on that board's respective page or the board schedule)  
5460 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055-6300**

**You may call the NPC Customer Service Center at 1-866-U ASK NPC (1-866-827-5672) or DSN 882-5672 to confirm receipt of your package for Statutory Promotion Selection Boards. You may also check at the Customer Service Center online site by logging in at:**  
[https://npccontactcenter.ahf.nmci.navy.mil/OA\\_HTML/npc.html](https://npccontactcenter.ahf.nmci.navy.mil/OA_HTML/npc.html).